


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: School Social Worker CLASSIFICATION CODE: 00793300</p> <p>SALARY RANGE: 002 A \$35531-64597 REFERENCE POSITION NUMBER: 07050410-3</p> <p>Department or Agency Name: Corrections APPLICATION PERIOD: 5/04 to 6/8/04</p> <p>Division/Section/Unit: Education Unit Day grace 6/11/04</p> <p>Shift and Days: M-F 8:00 am - 3:00 pm (52 weeks) Job Location: All Civil Facilities</p> <p>Restrictions/Limitations: None</p> <p>Position Covered By Collective Bargaining Union Agreement: X</p> <p>Name of Bargaining Unit Union: Howard Union of Teachers</p> <p>There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See Appendix for Specific Instructions</p> <p><small>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by RPA may be eligible for this position.</small></p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and RPD 37000000 Act. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Recent Union Affiliations <p>*** In certain agencies, bargaining union agreements may provide for preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE:</p> <p>If indicated above that no Civil Service is required for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, then indicate no application to that item by writing in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>Reasonable Accommodation:</p> <p>If an applicant is unable to perform a necessary job function because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To conduct the assessment of student needs, promote regular school attendance, provide individual counseling, facilitate participation in group counseling as appropriate, provide culturally competent services, complete social development case studies, provide case management to individual students, referrals to community agencies, coordination of services with other programs offered in the Department, participate in the transition planning for students, assist students with the interpretation of school policies and procedures, and perform other related duties.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: graduation from a college of recognized standing and the attainment of a Masters Degree in Social Work from a school accredited by the Council on Social Work Education.</p> <p>Special Requirement: Certification by the State of Rhode Island as a School Social Worker and must maintain certificate as a condition of employment.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>George H. Truman, Jr. Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920</p> <p>Telephone #: (401) 462-3250 Fax #: (401) 462-2685 TTY/TDD #: (401) 462-5180 (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER